

**NUECES COUNTY DRAINAGE DISTRICT PERSONNEL DEPARTMENT  
EXTERNAL JOB ANNOUNCEMENT**

September 9,2022

Job Announcement Number: 220209-1

Department: Nueces County Drainage District No. 2  
Six Hundred Three (603) East Avenue A  
Robstown, Texas 78380-0209

Position Title: Office Support Specialist

Status: Full Time with a three-month introductory period

Pay Group: \$ 15.00

Announcement Closing Date: September 23, 2022 @ 12:00 P.M.

Applications for this announcement will be accepted no later than September 23, 2022, at 12:00 p.m., at the Nueces County Drainage District Office at 603 (Six Hundred Three) East Avenue A, Robstown, TX (361) 387-4015.

**QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

High School graduation or its equivalent and 3 years of secretarial experience. Assist with day- to day task including administration duties such as filing, scanning, incoming calls, and emails. Knowledge of excel and word required. Ability to use computer, fax machine, etc. Communication skills- verbal and written. Confidentiality and discretion. Plan and coordinate employee events. Ability to relate well with co- workers, public officials, and the public, and always show professionalism.

**CERTIFICATES AND LICENSES REQUIRED:**

- A. High School Diploma or Equivalent.
- B. Valid Texas Driver's License.

**NUECES COUTY DRAINAGE DISTRICT NO. 2 IS AN EQUAL  
OPPORTUNITY EMPLOYER**